

Enabling Automated Real-Time Captions in Zoom

We now have access to automated captions inside our Zoom meetings – both live and recorded. This setting should be turned on by default for all MiraCosta College Zoom accounts. While automated captions are a great resource for our students, they are not a replacement for professional captions. If you have a student in your course that requires captions as an accommodation, please work with the SAS office to get professional captioning. The steps taken to enable the automated captions for both live and recorded meetings are below. For more detailed information on how automatic captions work, see the [Enabling Automated Captions Zoom Support article](#).

1. Ensure **automated captions** are turned on in your Zoom account. Doing this once ensures the **captions** and **live transcript** for all meetings you host are turned on.
 1. Go to <https://miracosta-edu.zoom.us> and sign in.
 2. In the navigation menu, click **Settings**.
 3. Click the **Meeting** tab.
 4. Click **In Meeting (Advanced)**.
 5. You may have to scroll down to see the **Automated captions** setting. Ensure the **Automated captions** toggle is enabled.
 6. Ensure the **Full transcript** toggle is enabled.
 7. Click **Save** to confirm any changes.

The screenshot shows the Zoom account settings page. The left sidebar contains navigation options: Profile, Meetings, Webinars, Personal Contacts, Whiteboards, Recordings, Settings (highlighted), Scheduler, Reports, and Account Profile. Below these are links for Zoom Learning Center, Video Tutorials, and Knowledge Base. The main content area is divided into sections: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (selected), Email Notification, and Other. Under 'In Meeting (Advanced)', there are three settings: 'Remote support' (disabled), 'Manual captions' (enabled), and 'Automated captions' (enabled). The 'Automated captions' section lists supported languages: Arabic Beta, Chinese (Simplified) Beta, Chinese (Traditional) Beta, Czech Beta, Dutch, English, Estonian Beta, Finnish Beta, French (Canada) Beta, French (France) Beta, German, Hindi Beta, Hungarian Beta, Indonesian Beta, Italian, Japanese Beta, Korean Beta, Malay Beta, Persian Beta, Polish Beta, Portuguese, Romanian Beta, Russian, Spanish, Swedish Beta, Tagalog Beta, Telugu Beta, Turkish Beta, Ukrainian, and Vietnamese. There is a checkbox for 'Allow only the following users to enable captions for the meeting' which is currently unchecked. At the bottom, the 'Full transcript' setting is also enabled.